

## Purpose

Not-for-profit (NFP) associations cannot function without volunteers. Committees at a national, branch or special interest group (SIG) level require intellectual input, time and some financial cost to the volunteers who take on these roles. The Sustainable Committees policy is a plan for supporting member participation, building capability into service provision, and ensuring financial and organisational sustainability. It aligns with the ACNN Strategic Plan and recognises the contribution of committee members to ensure ongoing viability.

The amount of operating financial support provided is reviewed annually and presented in the proposed budget at the annual general meeting each year. The number of conference registrations and/or the amount of support that volunteers receive will depend on the committee they serve, contributions to the committee and on the committee's activity over the previous calendar year as outlined below. The number of conference registrations awarded is based on a sliding scale between 0 and 3, using a matrix and limited to conference days. Inclusion of the welcome reception will be determined annually by the National Executive. Allocation of the conference registrations to members within the committee is determined by the committee, however the registrations can be awarded to individual committee members, or the total monetary value of the registrations can be divided between committee members.

## Internal committees and positions

**Special Interest Group committees:** the annual report and accompanying documents are reviewed by the National Executive committee and assessed against the following:

1. **The activities undertaken for members and outcomes of the SIG are in line with the strategies and initiatives of the current ACNN Strategic Plan, and those that are relevant to the individual SIG are presented in their annual report.** These include but are not limited to:
  - Minimum activities
    - AGM held in the second half of the calendar year of the report and notification of committee to secretary following AGM [*Strategic plan initiative 1.1.3; Guideline 6*]
    - Committee consists of a minimum of 5 people ('full' committee) [*Guideline 6*]
    - At least 2 general meetings / education events were held in addition to the AGM [*Strategic plan initiatives 4.1.1*]
    - Member engagement [*Strategic plan initiatives 1.1.3; 4.1.3; 4.1.5; 4.1.6*]:
      - Email communication from SIG Chair updating members at least twice per year (sent to ESO for emailing).
      - Engagement with the Social media committee around posts from SIG at least twice per year
    - Website pages reviewed and updated at least once per year [*Strategic plan initiative 1.1.4*]
  - Additional activities may include:
    - Internal activities - promotion of the achievements of ACNN and its members, promotion of the ACNN standards, held more than 2 events, offered grants, prizes, projects etc)[*see Strategic plan initiatives 1.2.1; 1.3.2; 1.3.4; 3.1.1*]
    - External activities – engagement with external committees, on guidelines, undertaken presentations etc) [*see Strategic plan initiatives 2.2.1; 2.2.2; 3.1.2*]
    - Attracted sponsorship, exhibitors, grants) [*see Strategic plan initiatives 1.6.1; 1.6.2; 1.6.3*]

2. **One committee member of the SIG participates in each scheduled National Executive, Branch and SIG Forum meeting via Zoom (six per year).** *[Strategic plan initiatives 1.5.7; 1.5.8]*
3. **The SIG contributes an item (e.g., advertisement, event, update, or member feature) to each newsletter (four issues per year).** *[Strategic plan initiatives 1.2.1]*
4. **The annual review documents (annual report, TOR and information flyer) are submitted to the National Executive by the requested date.** *[Strategic plan initiative 1.1.1, 1.1.4, 1.5.9]*

**Branch committees:** the annual report and accompanying documents are reviewed by the National Executive committee and assessed against the following:

1. **The activities undertaken for members and outcomes of the branch are in line with the strategies and initiatives of the current ACNN Strategic Plan and those that are relevant to Branches are presented in their annual report.** These include but are not limited to:
  - Minimum activities
    - AGM held in the second half of the calendar year of the report and notification of committee to secretary following AGM *[Strategic plan initiative 1.1.3; Guideline 6]*
    - Committee consists of a minimum of 5 people ('full' committee) *[Guideline 6]*
    - Member engagement *[Strategic plan initiatives 1.1.3; 4.1.3; 4.1.5; 4.1.6]:*
      - Email communication from the Branch Chair updating members at least twice per year (sent to ESO for emailing).
      - Engagement with the Social media committee around posts from Branch at least twice per year
    - Website pages reviewed and updated at least once per year *[Strategic plan initiative 1.1.4]*
    - Undertakes membership recruitment drive/promotion *[Strategic plan initiative 1.3.1]*
    - Provided at least 1 education forums in person or via zoom *[Strategic plan initiative 4.1.1]*
    - Supported member engagement in educational opportunities *[Strategic plan initiative 4.1.2]*
    - Assists in promoting the Neonatal Nurse Excellence Awards *[Strategic plan initiative 4.1.5]*
  - Additional activities may include:
    - Internal activities - promotion of the achievements of ACNN and its members, promotion of the ACNN standards, held more than 2 events, offered awards, prizes etc) *[see Strategic plan initiatives 1.2.1; 1.3.2; 1.3.4; 3.1.1]*
    - External activities – engagement with external committees, on guidelines, undertaken presentations etc) *[see Strategic plan initiatives 2.2.1; 2.2.2; 3.1.2]*
    - Attracted sponsorship, exhibitors, grants) *[see Strategic plan initiatives 1.6.1; 1.6.2; 1.6.3]*
2. **One committee member of the branch participates in each scheduled National Executive Branch and SIG Forum via Zoom (six per year).** *[Strategic plan initiatives 1.5.7; 1.5.8]*
3. **The branch contributes an item (e.g., advertisement, event, update, or member feature) to each newsletter (four issues per year).** *[Strategic plan initiatives 1.2.1]*
4. **The annual review documents (annual report, TOR and information flyer) are submitted to the National Executive by the requested date.** *[Strategic plan initiative 1.1.1, 1.1.4, 1.5.9]*

**National Executive:** will receive return economy class airfares (at the most economical available fare) or similar equivalent if driving, conference registration (limited to conference days and inclusion of the welcome reception will be determined annually depending if on or off-site), and accommodation. The number of nights will be dependent on flight availability or distance to travel to arrive for meeting commencement and the scheduling of the National Executive meeting. This support includes attendance at additional face-to-face meetings of the National Executive and applies to all committee members. This support is dependent on:

- Undertaking and completing nominated tasks in line with the strategies and initiatives of the current ACNN Strategic Plan.
- Fulfilling their role as described in the individual position descriptions.
- Participation in all National Executive meetings and forum meetings when appropriate unless an apology due to either unforeseen circumstances or in anticipation of not being in Australia at the meeting time.

**Conference Committee members:** will receive conference registration (limited to conference days and inclusion of the welcome reception will be determined annually depending if on or off-site), dependent on:

- Participation in at least 80 per cent of committee meetings unless an apology due to either unforeseen circumstances or in anticipation of not being in Australia at the meeting time.
- Actively participates in undertaking tasks volunteers to do or as requested by the Chair.

**Executive Support Officer:** will receive return economy class airfares (at the most economical available fare) or similar equivalent if driving, conference registration (limited to conference days and inclusion of the welcome reception will be determined annually depending if on or off-site) and accommodation. The number of nights will be dependent on flight availability to arrive for meeting commencement and the scheduling of the National Executive meeting. This includes attendance at additional face-to-face meetings of the National Executive. This support is dependent on:

- Undertaking and completing nominated tasks
- Fulfilling the role as described in the Executive Support Office description.
- Participation in all National Executive and Forum meetings unless an apology due to either unforeseen circumstances or in anticipation of not being in Australia at the meeting time.

#### External committee representatives

ACNN members representing ACNN on external committees will be provided with travel reimbursement (return economy class airfares at the most economical available fare, airport parking fees, limited to the cheapest on-line rate) and accommodation to participate in meetings, when this support is not provided by the external committee. Each representative and their participation will be assessed individually in respect to the amount of support that is required. This support is dependent on:

- Undertaking and completing nominated tasks
- Fulfilling their role as described in the terms of reference of the external committee.
- Providing a written or verbal report to the National Executive within one month of meeting attendance

#### External international committee representatives

The ACNN President will be supported to attend the COINN conference by having registration paid by ACNN (or reimbursed) and an allowance of \$1000 AUD towards attendance. This support is dependent on:

- Undertaking and completing nominated tasks
- Fulfilling their role as described in the terms of reference of the external committee.
- Providing a written or verbal report to the National Executive within one month of meeting attendance